

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1765

Field Office Distribution All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

National Office Distribution Notices are available on Internet. Handbooks are printed and distributed to the National Office.

Directives on Internet Notices are available on Internet at www.fsa.usda.gov/dam/forms/notices.asp.

Temporary Directives Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1205 9-30-99	Soybean Promotion and Research Program Request for Referendum	State and County Offices
AS-1997 10-1-99	Equipment Requests for FY 2000	FSA State and County Offices
BU-559 9-30-99	Shared Management Operations and Combination Counties Report (BU-546R)	State Offices
BU-560 10-1-99	FY 2000 Funding for Operating Under a Continuing Resolution	FSA Offices
CRP-347 9-30-99	Making CRP Annual Rental Payments in FY 2000	State Offices and Service Centers
CRP-348 9-30-99	Canceling CRP Annual Payments With Incorrect Offsets	State Offices and Service Centers
CRP-349 10-4-99	Improving CRP Conservation Priority Areas (CPA's) and Water Quality Area Designations	State Offices and Service Centers

Continued on the next page

National Procedure Checklist No. 1765 (Continued)

**Temporary
Directives
(Continued)**

Short Reference and Effective Date	Title	For
FI-2394 10-1-99	October 1999 Loan Interest Rates	State and County Offices
FLP-81 9-30-99	Releasing Debt and Loan Restructuring System (DALR\$) Version 6.3 Y2K Software and Known System Limitations	State and County Offices
FLP-82 10-4-99	Screening Process for FLP Treasury Offset Program (TOP) Calendar Year 1999, Phase 2	State and County Offices
FLP-83 9-30-99	Availability of Action Teams	State and County Offices
FLP-84 10-4-99	Notification Procedure in Conjunction With the Class Action Consent Decree	State and County Offices
PF-117 9-30-99	Information Regarding FY 2000 PFC Payments	State and County Offices
PM-2133 9-29-99	Employee Assistance Program (EAP) Services	FSA, RMA, and FAS Employees, except Overseas Employees

Continued on the next page

National Procedure Checklist No. 1765 (Continued)

Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
5-AS (Rev. 6) Amend. 3 10-5-99	Mail Management	All FAS, FSA, and RMA Offices
1-DAP Amend. 29 9-30-99	Disaster Assistance Programs	State and County Offices
1-NAP Amend. 14 10-4-99	Noninsured Crop Disaster Assistance Program	State and County Offices
10-TB SCOAP Amend. 38 10-1-99	Burley Tobacco Quota Program	Burley State and County Offices and KCMO

Procedure Notices

Procedure notices issued since the last weekly checklist are listed in this table.

PN Issue No.	Date	For
FSA Issue No. 76	10-4-99	State and County Offices
FSA Issue No. 77	10-6-99	State and County Offices

Obsolete Directives

Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
AO-1159	10-1-99	Disposal Date
AO-1187	10-1-99	Disposal Date
AO-1188	10-1-99	Disposal Date
AO-1189	10-1-99	Disposal Date

Continued on the next page

National Procedure Checklist No. 1765 (Continued)

**Obsolete
Directives
(Continued)**

Short Reference	Date of Obsolescence	Made Obsolete By
AO-1190	10-1-99	Disposal Date
AO-1191	10-1-99	Disposal Date
APP-22	10-1-99	Disposal Date
AS-1985	10-1-99	Disposal Date
AS-1991	10-1-99	Disposal Date
AS-1993	10-1-99	Disposal Date
AS-1994	10-1-99	Disposal Date
BU-541	10-1-99	Disposal Date
BU-542	10-1-99	Disposal Date
BU-544	10-1-99	Disposal Date
BU-545	10-1-99	Disposal Date
BU-551	10-1-99	Disposal Date
BU-553	10-1-99	Disposal Date
BU-555	10-1-99	Disposal Date
BU-557	10-1-99	Disposal Date
CMA-23	10-1-99	Disposal Date
CMA-34	10-1-99	Disposal Date
CN-894	10-1-99	Disposal Date
CONSV-64	10-1-99	Disposal Date
COR-86	10-1-99	Disposal Date
CP-513	10-1-99	Disposal Date
CRP-322	10-1-99	Disposal Date
CRP-333	10-1-99	Disposal Date

Continued on the next page

National Procedure Checklist No. 1765 (Continued)

**Obsolete
Directives
(Continued)**

Short Reference	Date of Obsolescence	Made Obsolete By
CRP-336	10-1-99	Disposal Date
CRP-340	10-1-99	Disposal Date
DAP-18	10-1-99	Disposal Date
DAP-20	10-1-99	Disposal Date
DAP-23	10-1-99	Disposal Date
DAP-40	10-1-99	Disposal Date
FI-2325	10-1-99	Disposal Date
FI-2327	10-1-99	Disposal Date
FI-2333	10-1-99	Disposal Date
FI-2336	10-1-99	Disposal Date
FI-2355	10-1-99	Disposal Date
FI-2361	10-1-99	Disposal Date
FI-2377	10-1-99	Disposal Date
FI-2378	10-1-99	Disposal Date
FLP-2	10-1-99	Disposal Date
FLP-7	10-1-99	Disposal Date
FLP-10	10-1-99	Disposal Date
FLP-14	10-1-99	Disposal Date
FLP-16	10-1-99	Disposal Date
FLP-17	10-1-99	Disposal Date
FLP-26	10-1-99	Disposal Date
FLP-28	10-1-99	Disposal Date
FLP-32	10-1-99	Disposal Date
FLP-35	10-1-99	Disposal Date

Continued on the next page

National Procedure Checklist No. 1765 (Continued)

**Obsolete
Directives
(Continued)**

Short Reference	Date of Obsolescence	Made Obsolete By
FLP-39	10-1-99	Disposal Date
FLP-41	10-1-99	Disposal Date
FLP-46	10-1-99	Disposal Date
FLP-49	10-1-99	Disposal Date
FLP-55	10-1-99	Disposal Date
FLP-58	10-1-99	Disposal Date
FLP-61	10-1-99	Disposal Date
FLP-64	10-1-99	Disposal Date
FLP-66	10-1-99	Disposal Date
FLP-76	10-1-99	Disposal Date
FLP-79	10-1-99	Disposal Date
IRM-284	10-1-99	Disposal Date
IRM-288	10-1-99	Disposal Date
IRM-289	10-1-99	Disposal Date
LD-480	10-1-99	Disposal Date
LD-483	10-1-99	Disposal Date
LP-1663	10-1-99	Disposal Date
LP-1665	10-1-99	Disposal Date
LP-1666	10-1-99	Disposal Date
LP-1668	10-1-99	Disposal Date
LP-1669	10-1-99	Disposal Date
LP-1670	10-1-99	Disposal Date
LP-1675	10-1-99	Disposal Date
LP-1683	10-1-99	Disposal Date

Continued on the next page

National Procedure Checklist No. 1765 (Continued)

**Obsolete
Directives
(Continued)**

Short Reference	Date of Obsolescence	Made Obsolete By
NAP-26	10-1-99	Disposal Date
NAP-27	10-1-99	Disposal Date
NAP-28	10-1-99	Disposal Date
PF-101	10-1-99	Disposal Date
PF-102	10-1-99	Disposal Date
PF-106	10-1-99	Disposal Date
PF-110	10-1-99	Disposal Date
PM-2028	10-1-99	Disposal Date
PM-2029	10-1-99	Disposal Date
PM-2030	10-1-99	Disposal Date
PM-2073	10-1-99	Disposal Date
PM-2085	10-1-99	Disposal Date
PM-2087	10-1-99	Disposal Date
PM-2100	10-1-99	Disposal Date
PM-2102	10-1-99	Disposal Date
PM-2114	10-1-99	Disposal Date
PM-2127	10-1-99	Disposal Date
PN-630	10-1-99	Disposal Date
PS-310	10-1-99	Disposal Date
PS-316	10-1-99	Disposal Date

Continued on the next page

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
CCC	503-A	09-29-99	County Committee Worksheet for "Actively Engaged in Farming" and "Person" Determinations.	CCC0503A.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	Counties	1-PL, 12-AO, 25-AS	N/A	This form was revised; it is available in PDF fillable format for online completion. Destroy old stock. The file was uploaded to the BBS on 10-06-99.
FAS	188	10-89	Accession Listings on Foreign Publications	nofile.htm	nofile.htm	Orig Office	Sheet	N	Orig Office	N/A	N/A	This form is obsolete. Destroy old stock.
FAS	218	04-80	Confirmation of Training	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This file is obsolete. Destroy all stock.
FAS	290	12-80	Information for Time and Attendance Clerk	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	494	05-84	Roster of Best Qualified	nofile.htm	nofile.htm	Orig. Div.	Sheet	N	HRD	MP Handbook	N/A	This form is obsolete. Destroy all stock.
FAS	497	07-93	Mail Time Check	nofile.htm	nofile.htm	Orig. Div.	Sheet	N	MSD	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	506	07-81	Training Routing Slip for SF-182	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	509	08-78	Passport Transmittal	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	516	01-83	Manual Payroll	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	517	11-84	Foreign Service National Employees	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	548	04-80	Permanent Full Time Ceiling Record	nofile.htm	nofile.htm	N/A	MP/5 Single Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.

NOTE: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

NOTE: NOFILE.HTM indicates that there is no electronic files available.

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
FAS	548A	04-80	Other ceiling (Temporary, Part-Time, and Intermittent Emp.)	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	563	12-75	Certification of SECRET/TOP SECRET Clearance	nofile.htm	nofile.htm	Orig. Div.	Sheet	N	HRD	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	616	05-80	Notification of Receipt of Retirement Application	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	656	03-87	FAS Buck Slip	nofile.htm	nofile.htm	PS&SS	Pad	N	FAS-wide	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	697	05-89	Discrepancy Report - Import Statistics (IM-145)	nofile.htm	nofile.htm	PS&SS	Sheet	N	Com. Div.	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	698	05-89	Discrepancy Report - Export Statistics (EM-522)	nofile.htm	nofile.htm	PS&SS	Sheet	N	Com. Div.	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	739	01-83	Transmittal Letter of Official Personnel & Payroll Documents	nofile.htm	nofile.htm	Orig. Div.	Sheet	N	HRD	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	814	01-83	Special Prior Approval Routing	nofile.htm	nofile.htm		Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	821	10-76	Worksheet Travelers to Post	nofile.htm	nofile.htm	FFH	Sheet	N	FAS/F	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	824	10-76	Applicants Log	nofile.htm	nofile.htm	Orig. Div.	Sheet	N	HRD	N/A	N/A	This form is obsolete. Destroy all stock.

NOTE: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

NOTE: NOFILE.HTM indicates that there is no electronic files available.

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directive	File Code	Remarks
FAS	833	04-88	Visitor Log	nofile.htm	nofile.htm	FFH	Sheet	N	FAS/F	RF&DH	N/A	This form is obsolete. Destroy all stock.
FAS	837	04-88	Physical Inventory Certification	nofile.htm	nofile.htm	FFH	Sheet	N	FAS/F	9 FASR 6	N/A	This form is obsolete. Destroy old stock.
FAS	837A	08-82	Physical Inventory	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This file is obsolete. Destroy all stock.
FAS	909	01-79	Pink Jacket Journal	nofile.htm	nofile.htm	Orig. Div.	Sheet	N	LEGIS	N/A	N/A	This form is obsolete. Destroy all stock.
FSA	528	09-23-99	Equipment Budget Information (Report No. MS-551R)	FSA0528.PDF	nofile.htm	RPL/PDF	Sheet	Y	States, Counties	20-AS, 27-AS, 28-AS, 29-AS, 31-AS, 3-BU, 25-AS	BU2-2	This form has been revised and uploaded to the BBS on 10-05-99. Destroy old stock.
FSA	1940-17 State	09-30-99	Promissory Note (Generic Version)	1940-17.PDF	nofile.htm	RPL/PDF	MP/3 Head to Foot	Y	FSA	FMI 9-30-93, 1901-C, 1940-G, 1941-A, 1941-B, 1943-A, 1943-B, 1945-D, 1951-S, 1-COR	Position 2	This form was revised and uploaded to the BBS on 10-06-99. Destroy old stock. FSA PN Instructions are forthcoming.

NOTE: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

NOTE: NOFILE.HTM indicates that there is no electronic files available.